APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address Ga. Dept. of Human Resources/ Div. of Physical Health / Family Health Services Section/ W.I.C. Office - 618 Ponce de Leon Ave., N.E., Atlanta, Ga. 30306	FOR RECORDS MANAGEMENT USE
Application Date April 14, 1978		**Application Number** 78 - 86
Application Number DHR-13		**Date Received** APR 1 9 1978 / **Date Completed** MAY - 4 1978

2. Person to Contact	Working Title	Telephone Number
Willene Smith	Administrative Officer	894-4391

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title (followed by title used in office; if different)
Earliest Latest	Woman Infants Children Program
1976 to date	W.I.C. Project Budget Files

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Family Health Services Section, under the leadership of the director, is responsible for promoting and coordinating family health programs as provided by the State and DHR. The programs include: Maternal/Child Health (family planning, perinatal, crippled children, child health, and services to women, infants, and children[WIC]); Chronic Disease (disease prevention, patient services, and health care education); Communicable Disease (T.B., S.T.B., epidemiology, and immunization); and programs for pharmacy, nursing, nutrition, and dental services.

WIC Program provides consultation and training to, and program monitoring of, WIC programs operated by each health district; prepares all contracts with food stores which are used by the district health offices to supply certain

7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: maintaining records for services to WIC Clients (Statewide) administered through the 20 District office.

Included are: unnumbered form (Application [to offer services]) which shows name of facility, address, phone, geographic area served; name, title, address of official responsible for WIC; number of staff professionals (physicians, nutritionists, registered nurses, dieticians, trained health officials, paramedics, LPNs, sanitarians); health services offered; type of clinic; sponsoring organizations, laboratory facilities, and numbers of people served (pregnant adults, pregnant adolescents, lactating mothers, infants under 1 year, children 1 to 4, crippled children, mentally retarded); agreements between DHR and facility; report of visits made to facility; budgets; and audit reports.

File is arranged: by district; thereunder, alphabetically by facility.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old 6-8; Seven to twelve months old 6-8; Thirteen to twenty-four months old 2-3; twenty-five months and older rarely?

9. Annual Rate of Accumulation of Records
Letter-size drawers 2; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
x		a. Is this the official copy of the series? If not, where is it?
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	x	c. Is this a vital record?
	x	d. Does this series have historical or long term research value?
	x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	x	f. Is the information contained in this series ever published? If yes, attach copy.
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
x		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? portions in various District offices
	x	i. Is this series (or a major portion of it) regularly microfilmed?
	x	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law	_____ years.		d. Audit period	_____ years.
b. Statute of limitation	_____ years.		e. Administrative need	_____ years.
c. Federal law	___3___ years.		f. Federal retention instructions	_____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other __Federal Fiscal year__ then, September 30

☒ Hold in the current files area _____ month(s) ___1___ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ___2___ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Willene Smith	4-12-78	Elizabeth W. Crank, C.R.M.	4/3/78

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		5-3-78
	Secretary of State/Designee	Canell House	5-2-78
	Attorney General/Designee		5-3-78